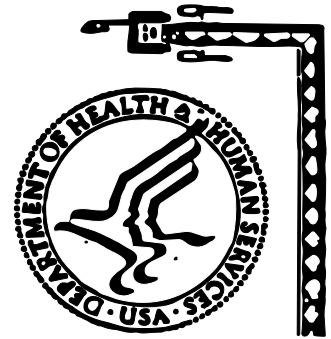




DEPARTMENT OF HEALTH AND HUMAN SERVICES

INDIAN HEALTH SERVICE
NAVAJO REGION



This position is located in a smoke-free environment.

VACANCY ANNOUNCEMENT
FD-06-MPP/ESEP-113

OPENING DATE
09-07-06

CLOSING DATE
*OPEN UNTIL FILLED

POSITION TITLE
Diagnostic Radiologic Technologist
(Computed Tomography)

LOCATION AND DUTY STATION
PHS Indian Hospital, Clinical Services
Radiology Section, Fort Defiance, AZ

GRADE/SALARY
GS-647-09 - \$44,540 - \$55,997* Per Annum
*(Special Rates apply)

NUMBER OF VACANCIES
One Vacancy - PCN: MD5009

NOTE: This is a hard-to-fill position; therefore, a Relocation Incentive may be paid to a current federal employee who must relocate to accept the position in a different commuting area.

* An initial cut-off date of 09-27-06 is established. Applications received by this date will be rated, ranked and referred to the selecting official. Applications received after the cut-off date will be considered after the initial group is exhausted and/or there are additional vacancies. After the initial cut-off date, the 27th day of each succeeding month will be the cut-off date until the vacancy is filled.

APPOINTMENT

- ☒ Permanent
☐ Temporary
NTE: _____

WORK SCHEDULE

- ☒ Full Time
☐ Part Time
☐ Intermittent

AREA OF CONSIDERATION

- ☐ Commuting Area
☐ Navajo Area Wide
☐ IHS Wide
☒ DHHS Wide

SUPERVISORY/MANAGERIAL

- ☐ YES, may require one-year probation
☒ NO

PROMOTION POTENTIAL

- ☐ YES, to grade: _____
☒ NO known potential

HOUSING

- ☒ YES, government housing available
☐ Private Housing Only

TRAVEL/MOVING

- ☒ May be paid for eligible employees
☐ NO expenses paid

DUTIES: The purpose of the work is to provide x-ray studies for diagnoses and treatment of patients for such problems as hematoma within the brain and similar hard to detect lesions in the body. Clear and accurate studies are essential to enable the physician to evaluate and treat the patient's condition. The work involves independent performance of many types of computerized tomographic scans under the general direction of a Radiologist. The examination process requires the technologist to recognize the lesions, masses, or disease related to changes to an organ which are the object of the examination in order to adjust the picture or to take additional scans to achieve optimum visualization of affected areas. Variables include the physical nature of the patient, the condition examined for and other existing conditions, newly emerging techniques and technology, complications of the patient's medical status, the specific information required by the physician, and other information found or developed during the examination. Assists in emergency first aid

if required and initiates CPR when a cardiac arrest occurs. Performs daily calibration tests. As the technical authority on CT, all such complicating matters are for the employee to solve. Establishes, maintains, and updates Policies & Procedures Manual for the specialized area of CT. Heavy lifting of patients who may be unconscious, disabled, or totally incapacitated is involved. Individual is required to be available for emergency call back services and is required to be at the duty station as assigned although he/she may have had to work all night long on emergency call back.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:

NOTE: Public Law 97-35 requires that persons who administer radiologic procedures meet the credentialing standards of 42 CFR Part 75. Essentially, they must (1) have successfully completed an educational program that meets or exceeds the standards described in that regulation, and is accredited by an organization recognized by the Department of Education, and (2) be certified as radiographers in their field. The following meet these requirements:

- (1) Persons employed by the Federal Government as radiologic personnel prior to the effective date of the regulation (Jan. 13, 1986) who show evidence of current or fully satisfactory performance or certification of such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic who prescribes radiologic procedures in others.
- (2) Persons first employed by the Federal Government as radiologic personnel after the effective date of the regulation who (a) received training from institutions in a State of foreign jurisdiction that did not accredit training in that particular field at the time of graduation, or (b) practiced in a State or foreign jurisdiction that did not license that particular field or did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited educational program, provided that such persons show evidence of training, experience, and competence as determined by the SPOs.

BASIC QUALIFICATION REQUIREMENTS: Candidates must have had 52 weeks of specialized experience equivalent to at least GS-8 level to qualify for the GS-9 level.

SPECIALIZED EXPERIENCE: All applicants must meet the following requirement – thorough knowledge of the principles and techniques of computerized tomography, including spiral CT, to recognize the lesions, masses, or disease related to changes to an organ which are the object of the examination in order to adjust the picture or to take additional scans to achieve optimum visualization of affected area.

POSITIVE EDUCATION REQUIREMENT: No.

LICENSURE REQUIRED: YES.

CERTIFICATION/LICENSURE REQUIREMENT: Applicants must be certified as a diagnostic radiologic technologist. Applicants must also be CPR certified.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: GS-9 – two full years of graduate education or a master's degree meet the requirements. Graduate education meets the specialized experience requirement only where it is directly related to the work of the position.

SELECTIVE PLACEMENT FACTOR: None.

TIME-IN-GRADE REQUIREMENTS: A candidate applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-8 to qualify for the GS-9 level.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade, qualification requirements by the closing date of the vacancy announcement.

CONDITIONS OF EMPLOYMENT: Immunization Requirement – Selected applicant born after 12-31-56 must provide proof of immunity to Measles, Mumps, Rubella, Hepatitis B, PPD, and Varicella. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed

to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

REASONABLE ACCOMMODATIONS: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Office. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE: Refer to OPM Operating Manual Qualification Standards for General Schedule Positions, Series GS-647 for complete information. Substitution of education for experience will be made in accordance with those standards. **TO OBTAIN EDUCATION CREDIT, APPLICANTS MUST SUBMIT OFFICIAL TRANSCRIPTS.** For more complete information, contact your servicing Personnel Office.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive Federal service) and from current permanent IHS employees in the Excepted Federal service who are entitled to Indian Preference.

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two (2) applications for dual consideration.

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES: Applications will be accepted from individuals entitled to Indian Preference. Current Permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates **MUST** indicate on their Application for Federal Employment or Resume, whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., Applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability.)

VETERANS: Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice of a certificate of expected separation; you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current (DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limit) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separation.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.

4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meets the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and are able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF's separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a special RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates retirement in lieu of RIF"; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR,

 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to this position. To receive full credit for your qualifications, provide a narrative statement which fully describes all aspects of your background as they relate to the knowledge, skills and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. ABILITY TO WORK INDEPENDENTLY.
2. ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB.
3. ABILITY TO WRITE TECHNICAL REPORTS TO SUPPORT RECOMMENDATIONS.
4. ABILITY TO PROVIDE INSTRUCTION AND TRAINING TO A VARIETY OF INDIVIDUALS AND GROUPS.
5. KNOWLEDGE OF RADIOGRAPHIC EQUIPMENT AND PROCEDURES.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

HOW AND WHERE TO APPLY: All applicants must submit **ONE** of the following to the PHS Indian Hospital, Human Resource Branch, P. O. Box 649, Fort Defiance, AZ 86504. For more information contact: Ida Mark, Human Resource Specialist, 928-729-8259.

E-MAILED, TELEFAXED, OR ELECTRONIC APPLICATIONS OR RESUMES WILL NOT BE ACCEPTED.

- 1) OF-612, Optional Application for Federal Employment; **or**
- 2) SF-171, Application for Federal Employment; **or**
- 3) *Resume; **or**
- 4) *Any other written application format; **PLUS** transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

***INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats **MUST** contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #8 (High School), #9 (College and Universities) and #10 (Work Experience) will be used to evaluate your qualifications for this position. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area code).
3. Social Security Number.
4. Country of Citizenship.
5. Veterans' Preference Certification - DD214, indicating Discharge and/or SF-15 - if claiming 10-point. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligible.
6. **Copy of latest SF-50, Notification of Personnel Action, if current or prior federal employee.**
7. Highest Federal civilian grade held (give series and dates held);
8. High School - Name, City, State (zip code, if known), and date of Diploma or GED.
9. **College and Universities - Name, City, State (zip code, if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter-Hours earned). (Attach Transcript)**
10. **Work Experience (paid and non-paid) - Job Title, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Telephone Number; Starting and Ending Dates (month/year); Hours worked per week; and Salary.**
11. Indicate if we may contact your current Supervisor.
12. Job-Related Training Courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

NOTE: All applicants will be required to complete and sign the OF-306, Declaration for Federal Employment, questionnaire with original signature to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. **This position is covered by Public Law 101-630's Indian Child Protection Act and all applicants are also required to complete and sign the Child Care & Indian Child Care Worker Positions form.** Responding yes to any one of the two questions on this form can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

A copy of an official Bureau of Indian Affairs "Verification of Indian Preference for Employment in BIA or IHS," Form 4432 (or equivalent form issued by a Tribe authorized by PL 93-638 Contract to perform the certification function on behalf of the BIA), signed by the appropriate BIA Official, **must be submitted if the applicant claims Indian Preference,** or appropriate BIA form showing 50% or more blood quantum if applicant is not an enrolled tribal member. **Navajo Area Indian Health service employees claiming Indian Preference need not submit the BIA form 4432 but must state that such documentation is contained in their Official Personnel Folder.**

NOTE: THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian Preference, Education, Training and/or Experience.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. Other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: Selection for positions will be based solely on merit with no discrimination for non-merit reasons such as Race, Color, Religion, Gender, Sexual Orientation, National Origin, Politics, Marital Status, Physical Handicap, Age or Membership or Non-Membership in an employee organization. Promotions or appointment will not be based on personal relationship or other types of personal favoritism or patronage.

Ida N. Mark

09-06-06

HUMAN RESOURCE CLEARANCE

Date

THIS ANNOUNCEMENT NUMBER: **FD-06-MPP/ESEP-113** MUST INDIVIDUALLY IDENTIFY EACH APPLICATION AND DOCUMENT FORM. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

SUPPLEMENTAL QUESTIONNAIRE
DIAGNOSTIC RADIOLOGIC TECHNOLOGIST (COMPUTED TOMOGRAPHY), GS-647-09

1. **ABILITY TO WORK INDEPENDENTLY.** This is the ability to independently accomplish given tasks in accordance with established policies and practices of the office. This also includes dependability as the person in this position will frequently be solely responsible for the operation of this office. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. **ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THIS POSITION.** This is the ability to administer diagnostic radiation to patients for the purpose of producing a good image using computerized axial tomographic scanning of the head and or body. This also includes proper patient protection in accordance with prescribed safety standards related to radiographic examination. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. **ABILITY TO WRITE TECHNICAL REPORTS TO SUPPORT RECOMMENDATIONS.** This is the ability and skill in writing complex and technical data for a variety of purposes. This also includes preparing a variety of written material such as reports, instructional material, related to CT. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. **ABILITY TO PROVIDE INSTRUCTION AND TRAINING TO A VARIETY OF INDIVIDUALS AND GROUPS.** This is the ability to instruct and train others on the usage of computerized tomographic both on a one-to-one basis and in groups. The person in this position must have a practical understanding of training programs and sources such as: Safety practices, and characteristics of materials. This also includes the ability to establish positive interpersonal relations by exercising tact, diplomacy and mature judgment with a wide variety of individuals, including superiors, peers and subordinates within the organization and with individuals outside the organization with whom the individual must deal with. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

5. **KNOWLEDGE OF RADIOGRAPHIC EQUIPMENT AND PROCEDURES.** This is the knowledge of medical instrumentation and clinical procedures with the ability to fully operate Computerized Tomography Scanner. This includes: Monitoring equipment performance, and (2) Monitoring accessory equipment, maintaining and updating policies and procedures manual for this specialized area of CT to include Quality Control. What in you background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

C-E-R-T-I-F-I-C-A-T-I-O-N

I CERTIFY that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant (Sign in Ink)

Date